

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296



Employee Name	COLEMAN, Ruth
Expense Dates	11/30/09-02/08/10
Total Expense Amount	1280.63
Amount Due Employee	176.00
Form ID	TEA000599497

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	12/01	Parking, Auto	26.00	
2)	01/22	Parking, Auto	15.00	
3)	02/08	Parking, Auto	21.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

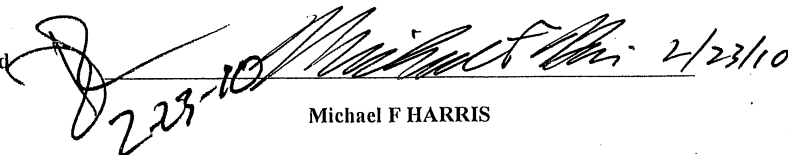
**Travel & Expense Account
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EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
2)	ER Department Policy #4	Rental car receipt is required for this expense item.	
3)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
4)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
5)	ER Department Policy #4	Rental car receipt is required for this expense item.	
6)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved
by:

 2/23/10 Michael F Harris

Michael F HARRIS

Travel & Expense Account Summary

Employee Name Ruth COLEMAN
Expense Dates 11/30/09-02/08/10
Report Name Nov09/Jan & Feb 2010

Request Total \$ 1280.63
Direct Charge Total - 1104.63
Travel Advances - 0.00
Net Due Employee = 176.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	APPL Feb 10	384.40
Regular Travel	CSPF-Culver Cty	406.45
Regular Travel	Prtns Outdoors	18.00
Regular Travel	CSU-Channel Is	471.78

NOTE: (d)=Direct Charge

DATE	Mon Nov 30	Tue Dec 1								TOTAL
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Incidentals	6.00									6.00
Commercial Air Fare (d)	189.60	154.60								344.20
Auto Rental (d)	51.58									51.58
Breakfast		6.00								6.00
Parking, Auto		26.00								26.00
TOTALS \$	275.18	196.60								471.78

DATE	Sun Jan 10	Mon Jan 11	Tue Jan 12							TOTAL
Incidentals	6.00	6.00	6.00							18.00
TOTALS \$	6.00	6.00	6.00							18.00

Travel & Expense Account Summary

DATE	Fri Jan 22	Fri Jan 22								TOTAL
Breakfast	6.00									6.00
Dinner	18.00									18.00
Parking, Auto	15.00	6.00								21.00
Commercial Air Fare (d)	309.40									309.40
Auto Rental (d)	52.05									52.05
TOTALS \$	400.45	6.00								406.45

DATE	Sun Feb 7	Mon Feb 8								TOTAL
Commercial Air Fare (d)	347.40									347.40
Incidentals	6.00									6.00
Lunch		10.00								10.00
Parking, Auto		21.00								21.00
TOTALS \$	353.40	31.00								384.40

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CSU-Channel	11/30/09	Lunch	10.00	Cash
Regular Travel	CSU-Channel	11/30/09	Dinner	18.00	Cash
Regular Travel	CSU-Channel	11/30/09	Incidentals	6.00	Cash
Regular Travel	CSU-Channel	11/30/09	Commercial Air Fare	189.60	Direct Charge
Regular Travel	CSU-Channel	11/30/09	Auto Rental	51.58	Direct Charge
Regular Travel	CSU-Channel	12/01/09	Breakfast	6.00	Cash
Regular Travel	CSU-Channel	12/01/09	Lunch	10.00	Cash
Regular Travel	CSU-Channel	12/01/09	Commercial Air Fare	154.60	Direct Charge
Regular Travel	CSU-Channel	12/01/09	Parking, Auto	26.00	Cash
Regular Travel	Prttrs	01/10/10	Incidentals	6.00	Cash
Regular Travel	Prttrs	01/11/10	Incidentals	6.00	Cash
Regular Travel	Prttrs	01/12/10	Incidentals	6.00	Cash
Regular Travel	CSPF-Culver	01/22/10	Breakfast	6.00	Cash
Regular Travel	CSPF-Culver	01/22/10	Dinner	18.00	Cash
Regular Travel	CSPF-Culver	01/22/10	Parking, Auto	15.00	Cash
Regular Travel	CSPF-Culver	01/22/10	Parking, Auto	6.00	Cash
Regular Travel	CSPF-Culver	01/22/10	Commercial Air Fare	309.40	Direct Charge
Regular Travel	CSPF-Culver	01/22/10	Auto Rental	52.05	Direct Charge
Regular Travel	APPL Feb 10	02/07/10	Commercial Air Fare	347.40	Direct Charge
Regular Travel	APPL Feb 10	02/07/10	Incidentals	6.00	Cash
Regular Travel	APPL Feb 10	02/08/10	Lunch	10.00	Cash
Regular Travel	APPL Feb 10	02/08/10	Parking, Auto	21.00	Cash